

Minutes of Meeting
Lanna Executive Board Meeting 1/2022-23
29 September 2022
Primary Campus Meeting Room

Participants

Mr. Howard	Stribbell	Chairman of the Board
Ms. Surin	Demuth	Member
Ms. Winnie	Chen	Member
Ms. Pitchayakorn	Arkarayodhin	Member
Mr. Rob	Stewart	Member
Mr. Pedr	Fawkes	Teacher Representative
Ms. Pantanee	Panyadilol	Parent Representative
Ms. Aim-on	Thongbai	Secretary of the Board

Guests

Ms. Sarah	Reynolds	Primary Principal
Ms. Kate	Fenton	Early Years Principal
Ms. Astrid	Rainey	PTO President

Call to Order:

Chairman of the Board Mr. Howard Stribbel called the meeting to order at 10 a.m.

Agenda 1: Chairman's Remark

Welcome and Introduction

- Chairman welcomed everyone and reviewed the minutes of 25th May 2022 Meeting Executive Board Meeting Minutes 5/2021-22

The meeting

- approved the minutes of the 25th May 2022
- Rob and Aoy will work together to publicize the minutes to send out to the community

Agenda 2: Celebrating our success!

Enrollments

Student numbers in December 2022 were 650 and now the current number of students is 833. The number of students has risen significantly with the current number being the most ever experienced by Lanna International School. The rise in student numbers is seen both as an increase in the Chiang Mai market return to pre covid times as well as parents choosing Lanna as their preferred choice.

A good reputation for Lanna is keeping the high-quality academic standard, qualified teachers with experience, and a classroom ratio with a limited number of students In class:

Induction and orientation (28 new staff)

The school has Inducted 28 new staff members during the orientation week. It was a successful induction over 2 days. The Orientation Programme (all staff over 150) was the first time in 3 years everyone was able to get together and have time to meet with each other. The focus of the programme was POSITIONING @ LANNA. All staff had the opportunity to input into what they see are LANNA's strengths and what we want to look like in 3 years' time.

President of the Student council Year 13 student Rebecca Min; Commendation at Oxford University Awards Ceremony

The school continues to support her till the end of the academic year, documenting and recording her journey. Rebecca received a high commendation award for her essay.

A Level and IGCSE levels

Lanna students achieved good results in both IGCSE and A Level exams. Also, it was the first time in 2.5 years for students to sit in formal exams. Total of 100 % pass rate in A level and 97% pass rate in IGCSE.

ISA levels

Lanna students achieved better ISA results than other international schools on average in areas and abroad. This is for the second year running that LANNA is achieving higher scores compared to all other schools in Writing, Reading, and Mathematics.

Teacher salary increase

3% Salary and step increase: the Board and the management committee ensure that teachers are recognized. For the past four years, teachers who continue the contract not only get a salary increase but also a step increase. This equates to an average increase of 29% over the course of the past 4 years. The Board continues to be committed in retaining and attracting high quality teaching staff in the future.

First General PTO meeting in 3 years

It was a great success with many participants. In the election, Ms Astrid has been voted in as the new President, and Ms. Jeab (Pantanee Panyadilok) as vice president

This current PTO is a positive group of parents. They aim to do a lot of activities after the Covid-19 situation is relaxed. The first PTO event for the whole LANNA community will be a BBQ on November 25 and Bake sales will occur at each campus as well.

Scholars Cup Bangkok success

Lanna team of 17 students was invited to the Scholars Cup in Bangkok. They had a very successful event that 12 students will be invited to the world Scholars Cup to be held in November 2022 at Yale University, America. Over 1000 students from around the world attending with various activities.

The meeting

- Acknowledged the report of school success

Agenda 3: Strategic Planning

Table Position plan and 3-year Plan

Mr. Howard mentioned the great success of the Positioning plan and 3-year Plan workshop with 2 representative students and parents There were 25 participants; administration, principals, and operations.

The 3 years Plan of Lanna is continuing to be developed and it is in a good position to move forward. Once the 3-year plan is completed, it will be shared with the PTO Executive. Mr. Rob will also hold a parent meeting to share with our community.

Staffing Structure and Campus Consolidation

As the 2 school campuses will be combined into one campus, the consolidation of administration and management to the one site is to be consolidated. The planning on seating arrangements and lunch schedules for all students as well as traffic management.

There is a requirement to review the administration positions when the school is growing. The Deputy Head of School is a new position created and appointed. This position is to oversee the whole campus. **Sarah Reynolds** was appointed as the Deputy Head of School (to be announced after the Ex. Brd. meeting which would be on Friday 30th September or Monday 3rd October. She will be the Deputy Head of School whilst continuing as the Primary Principal.

It is sad that the Early Years Principal; **Ms. Kate Fenton**, will be leaving Lanna at the end of 2022-23 academic year. Mr. Howard the Board Chair has shown his appreciation on behalf of the board members for the past 3 years that Ms. Kate contributed so many things to the Early Years Division.

Other changes in position are Deputy Head of Early Years and Deputy Head of Primary. Mr. Justin Byers remains the Deputy Head of Primary and he will be removed from the Marketing team once the school can recruit the Marketing director which would be sooner. This is so he can focus on the management of the 400-plus student Primary division.

In addition: there are questions raised up by PTO as the following.

- o How the school finds sub-teachers. Mr. Rob clarified that the school has a sub teachers pool where we can pick the sub-teacher appropriately.

Building Update

The building renovation and construction are summarized as follows;

- o Projects completed 2019-2021
 - Early Year Building Extension
 - Lions' Den: Gym and Swimming Pool
 - Walkway and Landscape
 - Cafeteria upgrade
 - Classrooms improvement
 - STEAM labs for Primary and Secondary
- o 2022 ongoing development projects
 - PC upgrade, 95 Laptops for teachers
 - First lot already arrived on the 30th
 - The next lot will arrive in October
 - Start distributing to teachers and develop Laptop Using Policy
 - Early Years STEAM Labs
 - Provide 40 more Primary Chromebooks, MI Pads
 - Demuth Hall Lights and Sound System
 - Air Purifier System
 - New Playground Installation
 - Primary Playground Flooring
 - Kitchen improvement
- o Future Plan
 - G1 Building Progression
 - Building completed 100%
 - Vinyl installation completed
 - Air Purifier System Installed

- Walkway Construction completed
- Green areas and Artificial grass completed
- Ongoing
 - Refurbishing
 - Standard classroom furniture list
 - Inventory and purchasing Plan
 - Playground installation
- G2 Building Progression
 - Construction progression 75% (10% behind the plan)
 - Landscape and infrastructure design completed
 - Science Lab designs completed, contract signed
 - Room assignment complete
 - Ongoing
 - Standard classroom furniture list
 - Inventory and purchasing Plan
- Innovation Building
 - Room designation and floor plan finished
 - Structure design
 - Materials design
 - Room assignment complete
 - Next step
 - Internal road and traffic plan
 - Landscape and infrastructure plan

Furthermore, in the discussion, Ms. Winnie has already planned to develop the current Primary playground in December to be better. Students then will be able to play without weather struggles.

The Innovation Bld. is aimed to be flexible use, more collaborative space. The solar heating is mentioned which will be an ongoing project working with CMU. G3 (innovation bld.) will be built as soon as possible but take time.

Other development will be a new basketball court, playground facilities and widening the road to 12 meters.

In addition, Khun Surin thanked Ms. Winnie and Mr. Howard for being partners as they are real educators and have the same intentions as her.

The meeting

- acknowledged the report of
 - Table Positioning Plan
 - 3-Year strategic planning
 - Staffing structure and campus consolidation
 - Building update
- agreed with the following
 - New administration positions; Deputy Head of School, Deputy Head of Early Years, Deputy Head of Primary
 - Seek parental feedback on Tuition fee and other fees for 2023/24 onwards

Agenda 4: Ensuring Academic Excellence **Teacher Recruitment strategy**

There will be a recruitment fair in Bkk in October and the Head of School will be attending the event with HR, COO, and DHOS.

In addition, the Teacher Representative; Mr. Pedre, asked if this new change in the contract can be told to staff and staff may want to change their contract from 1 or 2 to 3 years. Mr. Rob explained that he would review and support case by case.

Safety Audit and standards development

As many organizations and schools have their safety audit in a science lab or playground equipment for example. Lanna will be planning to bring in a 3rd party to inspect the safety of equipment and systems to ensure that Lanna is a safe place for students and the community.

Cars in-out school system is one good example that the school needs to investigate. Traffic for pick up and drop off is discussed: License plate automatic record as choice 1, Traffic Pass/sticker on the car window as Choice 2 for example. However, more research for the best choice for Lanna still needs to be done.

Professional Development - Combined Teacher conference with CMCIS (10 schools) March 3 2023

A group of international schools in Chiang Mai led by the head of schools called CMCIS will hold the joint professional development on March 3rd, 2022, hosted by CMIS. This is a good opportunity to get together with other schools' teaching staff and a good opportunity to let the teaching staff present as keynote speakers.

Table College Counselling Plan

The Table College Counselling Plan has been acknowledged and tabled but not discussed in the meeting.

The meeting

- acknowledged the report of ensuring of academic excellence
- and agreed to the contract format changed from 2 to 3 years contract

Agenda 5: Supporting our Caring Community

Parent representative

Khun Jeab Pantanee presented the presentation showing the PTO operation planning and upcoming events.

To have a better-organized funding request, the PTO is creating a funding request form process. This request form will be filled in by a person needed the fund and the form will then be sent to the HOS and get initial approval before the final approval by the PTI committee.

Teacher Rep

Mr. Pedre reported to the Board members that the teaching staff at Lanna are happy with the salary increase. However, lunch and transportation support were requested regarding repayments over the course of the year by staff. The school acknowledged this and will investigate.

All Teaching staff are being supplied with new Laptops over the next 2 months

The meeting

- Acknowledged the reports from the PTO representative and the Teacher representative.
- Agreed to
 - investigate repayments of lunch and transportation
 - staff can add Monitor and mouse and Keyboard as well.

Agenda 6: Facilitating Communication with our Community

Parent workshops

The school will set up workshops for both Lanna's parents and outside parents as the workshops are considered "Parents Education" that fit all parents and interested people.

Ms. Sarah the Primary Principal asked the PTO group to ask/survey their members what kind of workshops they would like the school to set up.

Board minutes being posted

Minutes of the Executive Board meeting will be emailed directly to the Executive Board members as well as a summary posted to all parents and staff on the school website and through a Head of School Memo to Lanna Community.

The meeting

- acknowledged the report and agreed with the proposal of Parents Education.

AOB -

Next Meeting: December 6th 2022

The meeting closed at 12.10 p.m.

Minutes taken by

Ms. Aim-on Thongbai